



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: November 23, 2010

REQUEST FOR PROPOSAL NO. HSS-10-102
FOR
ASSESSMENTS OF ALL RESIDENTS IN PUBLIC INSTITUTIONS
FOR COMMUNITY-BASED CARE

Responses to Submitted Questions

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED RFP.

WENDY M. BROWN
CONTRACT ADMINISTRATOR
(302) 255-9293

**REQUEST FOR PROPOSAL NO. HSS-10-102
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Responses to Submitted Questions

I. B pg. 6-7 What is the average number of assessments you anticipate to be completed per month by facility?

Answer:

We have not established an average number of assessments that we anticipate being completed each month. We are interested to hear how many assessments potential vendors believe they can complete each month.

1.B.1 pg. 7 What is the anticipated volume by facility for each year 1 – 3?

Answer:

The vendor will be completing only one assessment per resident. Please see response to question below for anticipated volume by facility.

1.1.1 pg. 7 Please specify the number of individuals by disability and type (and if known by the facility), that will be assessed. (Elderly, physically disabled, developmentally disabled, and/or those with mental health challenges)

Answer:

Facility Name:	Type of Facility:	# of Residents: (may vary)	Type of Residents
Emily Bissell Hospital	Nursing Facility	75	Elderly and/or Physical Disabilities
Delaware Hospital for the Chronically Ill	Nursing Facility	219	Elderly and/or Physical Disabilities
Governor Bacon Health Center	Nursing Facility	75	Elderly and/or Physical Disabilities
Delaware Psychiatric Center	IMD	170	Mental Health or Psychiatric Disabilities
Stockley Center	ICF/MR	69	Intellectual or Developmental Disabilities

1.1.1 – 1.1.5 pg. 7

What is the expectation of the Department for the degree or licensure held by the individual/individuals performing the assessments?

Answer:

The Department has no degree or licensure requirements for the individuals performing the assessments.

Outside of coordinating scheduling, completing assessments and reporting on assessment milestones and volumes, does the department require additional services from the assessor (for example, working with agencies for transition or other case management activities)?

Answer:

The Department does not require any additional services from the assessor.

1.5 pg. 9

Would it be acceptable to the Department for verbal permission to be obtained from the guardian prior to the assessment, with written permission from the guardian at the time of the assessment?

Answer:

Verbal permission may be obtained prior to the assessment. Written permission from a resident or guardian must be obtained prior to completion.

2.2 pg. 9 & 10

Is there an existing mechanism providing the available price range of housing and other resources?

Answer:

The Department has no existing mechanism for the vendor to utilize in determining the available price range and type of housing needed. The Department will work with the successful vendor to mutually agree how the vendor will make this determination.

2.3 pg. 10

At what frequency does the department anticipate holding meetings with the contractor? What percentage of these meetings will be held via conference call vs. on-site meetings?

Answer:

On site meetings will occur at least quarterly. Phone conference may occur monthly after receipt of monthly written reports or as needed.

VI.A. pg. 17

Is it the department's expectation that the service budget information be packaged separately from the technical proposal? If so, how would the department prefer the two packages to be labeled?

Answer:

The service budget information and the technical proposal may be on the same CD in separate folders.

Is there a current contractor for this project and, if so, what agency and/or entity is currently contracting with the Department for these services?

Answer:

There is no current contractor for this project.

Are there any portions of the assessment tool that are under copyright and/or that would add an additional expense to the contractor?

Answer:

No portions of the assessment tool are under copyright.

Is it the expectation of the department that the assessor conduct a hands-on medical assessment to complete the medical portions of the assessment tool?

Answer:

The Department does not expect the assessor to conduct a hands-on medical assessment.

Would it be acceptable to the department for the assessor to complete the medical portions of the assessment tool through use of a combination of medical record review and discussions with medical staff, the resident, family members and other applicable parties?

Answer:

It is acceptable for the assessor to complete the medical portions of the assessment tool by reviewing medical records and information obtained from medical staff, the resident and other applicable parties.